

# PRE-APPLICATION REVIEW REQUEST

Pre-application Reviews (previously known as a PRT) are available to help applicants identify and understand the allowable uses, development standards, and processes that pertain to their request. **Pre-application reviews are for informational purposes only; they are non-binding and do not constitute any type of approval and are not certificates of zoning.**

**A \$50 fee will be charged as part of the future application when required. Pre-application review notes received from staff are to be included with an application to fulfill this requirement.**

<i>Official Use only</i>
PA#: _____ Received By: _____ Date: _____
<b>APPOINTMENT DATE &amp; TIME:</b> _____

Applicant Name: \_\_\_\_\_ Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION:**

**For the most accurate and comprehensive responses, please complete this request as fully as possible and submit any relevant information, including site plans, sketches, and previous approvals.**

Size of Site: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Previous case number(s) for this site: \_\_\_\_\_

Applicable Overlays or Mapped Areas: \_\_\_\_\_

*Residential* – Type and No. of Units: \_\_\_\_\_

*Non-residential* – Estimated building square footage: \_\_\_\_\_ No. of Employees: \_\_\_\_\_

*Mixed-use* – Project specifics: \_\_\_\_\_

**LOCATION OF REQUEST:**

Physical Address: \_\_\_\_\_ Zone Atlas Page (Please identify subject site on the map and attach) \_\_\_\_\_

**BRIEFLY DESCRIBE YOUR REQUEST (What do you plan to develop on this site?)**

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**QUESTIONS OR CONCERNS (Please be specific so that our staff can do the appropriate research)**

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**Note: City staff will review each Pre-application request internally and send written notes generally within 10-business days unless otherwise stated. If additional information is needed upon review of the Notes, you may request a follow up call or meeting.**